

Additional Information

- For additional information on navigating the online application, please visit City of Mesquite Building Inspection:
www.cityofmesquite.com/BuildingInspection
- For reservation instructions, park rules and for events held in a City of Mesquite Park, please visit:
www.cityofmesquite.com/PARD
- For any questions or other information, please contact City of Mesquite Building Inspection at 972-216-6212 between 8 a.m. - 5 p.m.
- For more information, please visit the Special Event Permit webpage at
www.cityofmesquite.com/SpecialEventPermit



**1515 N Galloway Avenue
Mesquite, TX 75149**

(972) 288-7711
www.cityofmesquite.com



City of Mesquite Special Events Permit Guide

-  www.facebook.com/cityofmesquitetx
-  www.nextdoor.com
-  www.instagram.com/cityofmesquite
-  www.twitter.com/cityofmesquite
-  www.youtube.com/cityofmesquitetexas
-  www.linkedin.com/company/city-of-mesquite

Events Requiring Permits

The City of Mesquite requires permits for most outside events that involve a large gathering of people on public property, as well as some events on private property. Any event that requires the closing of roads or restricts access to public property, such as a parade or run, will require a permit. Events that have temporary stages or large tents such as carnivals and festivals will also require a permit.

Obtain a Permit

In order to ensure city staff have adequate time to review your application for an event, you must apply at least 45 days prior to the event. If for any reason you are not able to meet the deadline, there is an option to pay for an expedited review (if the City is able to do a thorough review in the time available). To apply for a permit, please visit the Special Events webpage at www.cityofmesquite.com/SpecialEvents and follow the instructions online. Your application will be routed to the various city departments for review and approval. At times, you may be required to contact other departments directly, i.e. Health or Parks and Recreation.

Cost

Special Event and Parade Application Fee			
Expected Attendance	*Base Application Fee	Deposit	Days for Application
<200 or Special Promotion	\$50	\$100	45 Days
201-500	\$100	\$500	45 Days
501-1000	\$150	\$500	60 Days
1001-5000	\$200	\$1000	60 Days
>5000	\$250	\$2000	180 Days

**** Expedited Application Fee- \$50**

* The Base Application Fee is not inclusive of additional departmental charges if necessary.

**Expedited application fee will apply to any event that does not have an application filed in required days in advance of event.

Information needed on Your Application

To most effectively and efficiently review and approve your permit, we ask that you familiarize yourself with the requirements, and have all information ready, prior to applying for a permit. Below is a summary of what is required in the application process:

Event Details

Details such as the contact information, address, type of event and type of organization applying for the permit are important. Other less obvious details are equally important such as the number of participants, rides, tents, food, set-up and take-down date, operating time and special equipment you may be using to support your event. Furthermore, by outlining the specific event details, staff can assist you with obtaining all the necessary requests, permits or any other needed items to make your event a success.

Site Plan

Attaching a site plan allows staff to verify that the location of your event does not conflict with any active fire lanes, affect another property or cause any other issue.

Street Closures

Street closure requests require additional permissions be granted from both the City of Mesquite and neighbors adjacent to the areas to be closed and/or blocked. Some portions of the street are not suitable for closure. Providing details about your closure request will help staff walk you through traffic control measures needed, including barriers, staff and visible light signs.

Parking Plan

An effective parking plan is a necessary component to any special event. Attaching the plan allows staff the opportunity to review the parking and determine if it is suitable, given the size and scope of your event.

Police/Security

Some events require police security presence to manage crowds. Staff will review the other details of your event and determine if additional police/security presence is required. Please note, hiring an off-duty police officer or security guard is an additional cost not covered by the City of Mesquite. For more information, please contact the Mesquite Police Department by calling 972-216-6628.

Trash and Recycling

Many events produce large quantities of waste and/or recyclable materials. Please notify the City of Mesquite of your plans to manage those materials during your event. For more information, please contact the City of Mesquite Solid Waste Division by calling 972-216-6284.

Health and Food Safety

If you plan to make or serve food at your event, please contact the City of Mesquite Division at 972-216-8138. For the Temporary Health Permit Application, please visit: www.cityofmesquite.com/HealthDivision.

Alcoholic Beverages

The Texas Alcoholic Beverage Commission (TABC) regulates the consumption of alcoholic beverages. Events where alcoholic beverages are served will require proper licensing and permission from TABC. To learn more about the requirements, please visit: <https://www.tabc.state.tx.us/>.